

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
SPECTRUM CHARTER SCHOOL
HELD JUNE 22, 2022 AT SPECTRUM CHARTER SCHOOL

Present: Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks

Staff Present: Dr. Matthew Erickson, John Zahorchak

Absent:

Guests:

Public: Ken Fulkerson, Arleen Wheat, Amy Cornelius

DISCUSSION AGENDA ITEMS

I. **Call to Order:** MG called the meeting to order at 7:03PM.

Pledge of Allegiance:

II. **Roll Call:** MG, BB, DT (in person), ES, SB (via Google Meet).

III. **Public Comments on Agenda Items:** None.

IV. **New Business:**

A. Nomination of Dr. Arleen Wheat as a Spectrum Charter School Board Member:

AW says she was involved with Spectrum previously and was the first CEO when the school was just an idea. She has also been involved with the Autism Society of Pittsburgh and SPEAK summer program.

B. Nomination of Ken Fulkerson as a Spectrum Charter School Board Member:

KF says he was asked by BB if he would consider joining and is honored to be asked.

Both items A-B are Moved to Vote.

C. Discussion Item: Lions Golf Outing – Hole Sponsorship and Foursome – August 20, 2022: MG says Hole Sponsorships are open and proceeds are split between the Lions Club and the sponsor. ME offered KeySolutions to host a foursome. AW is requesting more information.

V. **CEO/Principal Report:** ME and JZ met with O2 for the website and school logo update. Parent training for the fall will include behavior, autism and the IEP process. May also include one on the Transition process. Thanked everyone for help with graduation. Four graduates with six total leaving. Continuing talks with neighboring districts on food services. Enrollment goal is 43 with probably 40 actual. 37 students currently enrolled. Professional development in the works for fall. ESY is at 14 students. Comprehensive Plan is posted on the website for 30 days. COVID transmission rate is low putting the school back to mask optional for ESY. MG commends the completion of the Comprehensive Plan. MG also congratulated ME on being named a Full Professor at Slippery Rock University.

VI. Academic Committee Agenda Items:

- A. Emergency Instructional Time Report for PDE:** ME says submitting for online instruction if needed. MG had a question about quarterly progress. ME discussed the measuring accuracy. Move to vote.
- B. Comprehensive Plan (2022-2025) Following a 28-day Public Review:** MG reiterates that professional development and parent trainings are included. Move to vote.
- C. Waterfront Learning Contract and Pricing Document:** ME says we are picking up the Edgenuity Program at a \$500 fee. We used Option #1 which was the only purchase made from last year. MG had a question about the number of licenses. ME clarified through previous emails with AIU. Also requesting professional development. MG requests that this item be Tabled for clarification on the contract.

VII. Finance Committee Agenda Items:

A. Monthly Financial Reports:

- 1. YTD Activity:** JZ states the school had a successful year with increased tuition. AW had a question about the AIU payment. ME stated it was for tuition.
- 2. Tuition Aging Report:** JZ says one district is 90 days late and he has spoken with their Business Manager.
- 3. Activity Report:** 5/18/22-6/13/22. JZ says does not include payroll. All vehicles are now repaired. We can now determine if five vehicles are needed for the school.
- 4. Budget vs. Actual:** JZ says not enough was budgeted previously for healthcare. Correcting in the new budget. MG had questions on psychology counseling, miscellaneous expenses and total payroll expense. JZ says that category is going to be moved.
- 5. Cash Flow:** JZ says it gives us an idea as to where we started. JZ reached out to PLGIT - Pennsylvania Local Government Investment Trust (investment account) to see if SCS could get a higher interest rate. Filled out the questionnaire to see if charter schools are applicable. Dollar Bank still interested as well.

B. Monthly Purchase Review:

- 1. Amazon Orders:**
- 2. VISA Bills:**

C. Final 2022-2023 General Fund Budget:

- 1. Budget Detail:** JZ says budget includes \$25,885 use of fund balance. Fund balance at the end of the school year was \$443,000. JZ expects that amount to increase. MG says slight variation is to account for an additional staff member (para). \$1.4 million in expenditures. Budget is based on 40 students. Move to vote.

D. Website Proposal: JZ met with website developer as well as IT service provider.

- 1. Contract:** O2 Digital proposal is \$5,800-\$6,900 to redesign the website. MG says contract has been drafted by counsel.
- 2. Attachment A**

E. Technology Proposal:

- 1. Contract:** Kotts Group is for tech support. Full disclosure – staff member Amanda Dollish-Kotts is the spouse of the owner of Kotts Group. MG questioned the 30-day notice to terminate on a six-month contract.
- 2. Proposal:**

Both items D-E have been moved to vote.

- VIII. Fundraising/Grants Committee Agenda Items:**
A. MG says PA Charter School Coalition is in the middle of a three-year cycle on charter school grants. ME and JZ have signed up for training on how to apply for grants through the coalition.
- IX. Facilities Report:**
A. **Status Report / Proposed Plan for Building Projects:** JZ has a proposed plan and has received a quote for \$20,965 for two classrooms. ME says less intrusive because of HVAC.
B. **Zoning of House:** JZ says hearing will be on 7/5/22 to change the zoning of the house.
C. **Building Project Quote:** Question on number of outlets for proposed classrooms.
- X. Personnel Committee Agenda Items:**
A. **2022-2023 Employee Contracts:** Move to vote.
B. **ESY Contracts:** Move to vote.
C. **Part-time Physical Education Teacher Posting:** ME proposes a partnership with other schools or part-time instructor. Could be one day a week over several different periods. Possibly share services with another school. JZ says \$10,500 is set aside in the budget for the position. Move to vote.
D. **Teacher Posting Pending Enrollment (43):** ME states that if we get above 43 students, he would like to hire another teacher. Could post when we get to 42 students. Move to vote.
- XI. Policy Committee Agenda Items:** None.
- XII. Public Comments on non-Agenda Items:** AC had a question about transgender policy language from previous Board meeting.
- XIII. Motion to Adjourn:** This portion of the meeting ended at 8:09PM.

VOTING AGENDA ITEMS

- I. Call to Order:** MG called the meeting to order at 8:09PM.
- II. Roll Call:** All Board members present.
The Board met in Executive Session on 6/22/2022. Personnel matters were discussed. Approval to accept the May 18, 2022 Board of Trustees Meeting minutes was made by BB, seconded by SB. All were in favor.
- III. Public Comments on Agenda Items:** None.
- IV. Academic Committee Agenda Items:**
A. **Motion to Approve Emergency Time Template for PDE:** A motion to approve the Emergency Time Template for PDE was made by DT, seconded by ES. All were in favor.

- V. Finance Committee Agenda Items:**
- A. Motion to Approve Monthly Financial Reports:**
 - B. Motion to Pay the Bills Due through July:**
Motion to approve items A-B was made by BB, seconded by DT. All were in favor.
 - C. Motion to Approve 2022-2023 General Fund Budget:** A motion to approve the 2022-2023 GFB was made by DT, seconded by SB. All were in favor.
- VI. Fundraising/Grants Committee Agenda Items:** None.
- VII. Facilities Report:**
- A. Motion to Accept the Proposal for the Construction of Two Classrooms:** A motion to accept the proposal for the construction of two classrooms was made by BB, seconded by DT. All were in favor.
- VIII. Personnel Committee Agenda Items:**
- A. Motion to Approve 2022-2023 Employee Contracts:** A motion to approve the contracts was made by BB, seconded by DT. All were in favor.
 - B. Motion to Approve ESY Contracts:** A motion to approve the contracts was made by DT, seconded by ES. All were in favor.
- IX. Policy Committee Agenda Items:** None.
- X. Public Comments on Non-Agenda Items:** None.
- XI. Announcements:**
- A. Motion to Approve the Nomination of Dr. Arleen Wheat as a Spectrum Charter School Board Member:** A motion to approve the nomination was made by DT, seconded by BB. All were in favor.
 - B. Motion to Approve the Nomination of Ken Fulkerson as a Spectrum Charter School Board Member:** A motion to approve the nomination was made by BB, seconded by DT. All were in favor.
- MG would like to form sub-committees now that we have seven Board members.
- XII. Next Meeting:** The next meeting is scheduled for August 17, 2022 at 7:00PM. This meeting will be held in person at Spectrum Charter School with a Google Meet option available.
- XIII. Motion to Adjourn:** A motion to adjourn the meeting was made by DT. The meeting adjourned at 8:20PM.

